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ABSTRACT

This document is an individualized learning module designed for use with fifth- through seventh-grade students. The module is designed for use in the juvenile section of a public library that maintains a card catalog. It can easily be adapted to any library setting that utilizes a juvenile card catalog. Although computer-based card catalogs are becoming more popular, the module can provide young library users with the fundamentals of card catalog use. Acquisition of this fundamental knowledge will assist the user in the transition to computer card catalog terminals. The module includes learner objectives, assessment, and practice exercises. It has been field tested on a select group from the target population. (Twelve figures illustrate catalog use. Seven practice activities and a final exercise are included.) (Author/SLD)

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HOW TO USE THE CARD CATALOG: A STUDY BOOKLET

BY

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AND

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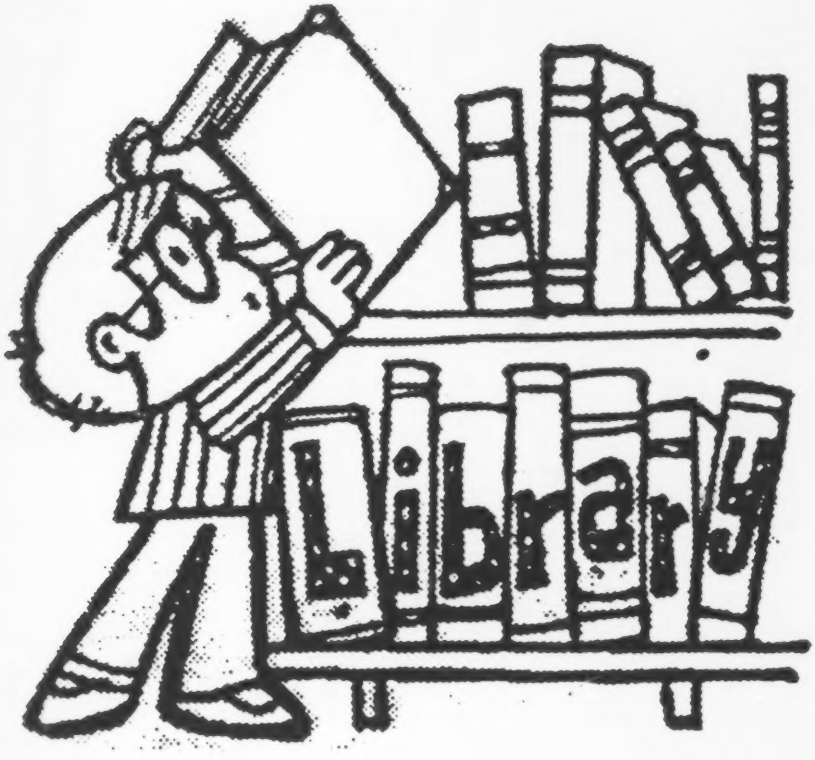

Developed for use in the Juvenile Section of a Community Library

February, 1993

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James L. Moseley
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Abstract: How to Use the Card Catalog is an individualized learning module designed for use with 5th through 7th grade students. The module is designed for use in the juvenile section of a public library that maintains a card catalog. It can easily be adapted to any library setting that utilizes a juvenile card catalog. Though computer based card catalogs are becoming more popular, the module can provide young library users with the fundamentals of card catalog use. Acquisition of this fundamental knowledge will assist the user in the transition to computer card catalog terminals. The module includes learner objectives, assessment and practice exercises. It has been field tested on a select group from the target population.

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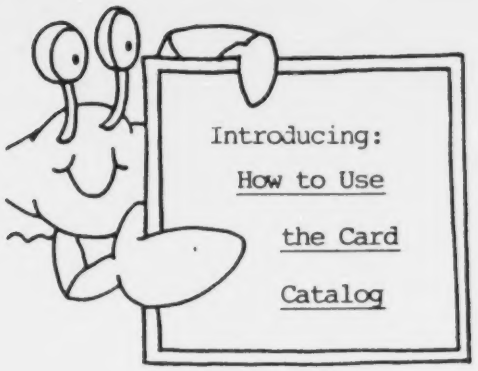


INTRODUCTION

This study booklet, How to Use the Card Catalog, will help you learn how to use the card catalog in a community library. When you are finished with this study booklet you will be able to find books in the library by using the card catalog.

DIRECTIONS

1. This study booklet is set up so that you can complete it by yourself.
2. You will need a pencil, eraser and some pieces of scratch paper to complete this study booklet. Find a work area in the children's section of the library to complete this study book.
3. Sometimes you will be asked to walk to a section of the library. Do not walk to a section until you see the words **PLEASE DO THIS NOW.**
4. This study guide will ask you to find real

books on the library shelves. You will also use the real card catalog. Do not be afraid to search for the books you need.

5. Always handle all books and the catalog cards carefully.
6. As you read this study booklet you will be asked to do some practice exercises. All answers are to be written in this study booklet. This booklet will be yours to keep.
7. Correct answers for practice exercises will be given in the book so that you can check your answers. You will be told where to find the answers.
8. Read each set of directions carefully before you begin practice activities.
9. At the end of this study booklet you will find a set of questions for you to answer. Do not answer these questions until you have completed all the activities in this book.
10. This study booklet takes about 2 hours to complete.
11. Have fun discovering books in the library. It is a great place to be!

OBJECTIVES

The reason for this study booklet is to teach you how to use the card catalog to find books in the library. You will be able to find books for a topic that you choose by using the card catalog.
After you finish this study book you will be able to do the following:

1. Tell what a card catalog is and give one reason why it is useful to know how to use the card catalog.
2. Name the title, author and call number on a typical card in the catalog.
3. Tell if it is best to search for a book by author, title or subject in the card catalog.
4. Given 3 topics, find each topic in the card catalog.
5. Given a card from the catalog, identify the call number, tell what the call number is used for, and explain what each part of the call number means.
6. Tell what the word "REFERENCE" on a catalog card means.

7. Using a topic you choose, find 4 books on your topic in the card catalog and use the call numbers to find the 4 books on the library shelves.
8. Explain why knowing how to use a card catalog can help you in the future.
9. Show that you can work by yourself and learn new things on your own.

THINGS YOU SHOULD KNOW

To do the activities in this study book you need to able to:

1. Find words by using alphabetical (ABC) order.
2. Order numbers from 1 to 999.
3. Know where to look to find out how to spell a word. You will be asked to choose a topic and look for books on that topic. You will need to know how to spell that topic.

PREEVALUATION

Try to answer the questions below. If you do not know the answer, leave it blank. If you do not know how to do what the question asks you, leave it blank. Read the directions carefully.

For questions 1 and 2 circle the best answer. (Objective 1)

1. A card catalog is
   a. a book of holiday cards
   b. a book of cards you can buy
   c. a list of all the books a library has
   d. a list of birthday cards
2. A card catalog is useful because
   a. it helps you find cards
   b. it helps you find books on the library shelves
   c. it helps you find the price of a book

For questions 3 thru 8 match the item in Column A with the correct word in Column B. To do this, pretend you want to look for books on those items in the card catalog. Place the correct letter from Column B into the blank in Column A. (Objective 3)

	COLUMN A		COLUMN B
3.	_____	oceans	S. Subject
4.	_____	Mr. Popper's Penguins (name of a book)	T. Title
5.	_____	fishes	A. Author
6.	-------	Shel Silverstein (writer of books)	
7.	-------	explorers	
8.	-------	The World Book Encyclopedia (name of a book)	

You will need to use the card catalog for questions 9 thru 11. Write the call number in the blank next to the items you are asked to look up.
(Objective 4)

9. Search the author card catalog to find a book by Jun Nanao. The call number is

_____

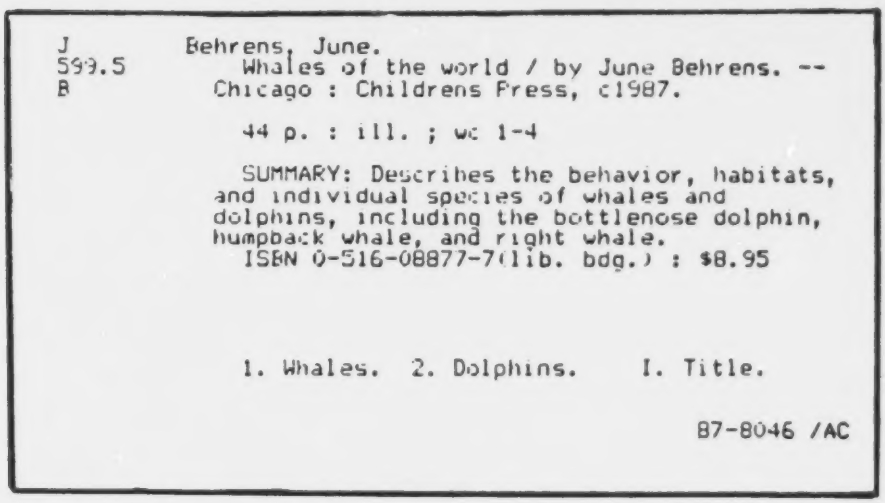
10. Search the title card catalog to find a book named <u>The Beaver</u>. The call number is

_____

11. Search the subject card catalog to find a book about Hopi Indians. The call number is

_____

For questions 12 thru 18 use the picture below.



J
599.5
B

Behrens, June.
Whales of the world / by June Behrens. --
Chicago : Childrens Press, c1987.

44 p. : ill. ; wc 1-4

SUMMARY: Describes the behavior, habitats, and individual species of whales and dolphins, including the bottlenose dolphin, humpback whale, and right whale.
ISBN 0-516-08877-7(lib. bdg.) : $8.95

1. Whales. 2. Dolphins. I. Title.

87-8046 /AC

Now follow the directions below.

12. Circle the call number. (Objective 2)

13. Draw a box around the author's name. (Objective 2)

14. Draw a line under the title. (Objective 2)

For questions 15 thru 18 circle the best answer.

(Objectives 5 and 6)

15. The "J" on the card means

    a. just arrived, new book

    b. just checked out

    c. juvenile

    d. the book can be found on the "J" shelf

16. The "B" on the card shown means

    a. big book

    b. the first letter of the author's last name

    c. a "best" book

    d. for boys

17. We use call numbers to

    a. order new books

    b. call the librarian

    c. find a book in the card catalog

    d. find a book on the shelf

18. The word "REFERENCE" on a catalog card means

    a. the book is in the reference section of the library.

    b. the book has a reference on the cover

    c. the book is for librarians only

You will need to use the card catalog and the shelves for question number 19. If you do not know how to use the card catalog STOP HERE.
(Objective 7)

19. Use the card catalog to find a book titled Jets and Rockets and How They Work.

a. The call number of the book is _____

b. The title of the book is _____

_____

c. The author of the book is _____

_____

d. The shelf number where the book can be found is _____

Now go to page 10 and check your answers.

PREEVALUATION ANSWERS

1. A card catalog is

   a. a book of holiday cards

   b. a book of cards you can buy

   (c.) a list of all the books a library has

   d. a list of birthday cards

2. A card catalog is useful because

   a. it helps you find cards

   (b.) it helps you find books on the library shelves

   c. it hleps you find the price of a book

Questions 3 - 8: Matching. Match the word from Column B to the item in Column A.

	COLUMN A	COLUMN B
3.	S oceans	S. Subject
4.	T Mr. Popper's Penguins (name of a book)	T. Title
5.	S fishes	A. Author
6.	A Shel Silverstein (writer of books)	
7.	S explorers	
8.	T The World Book Encyclopedia	

9. Search the author card catalog to find a book by Jun Nanao.

   The call number is J 599.796 N

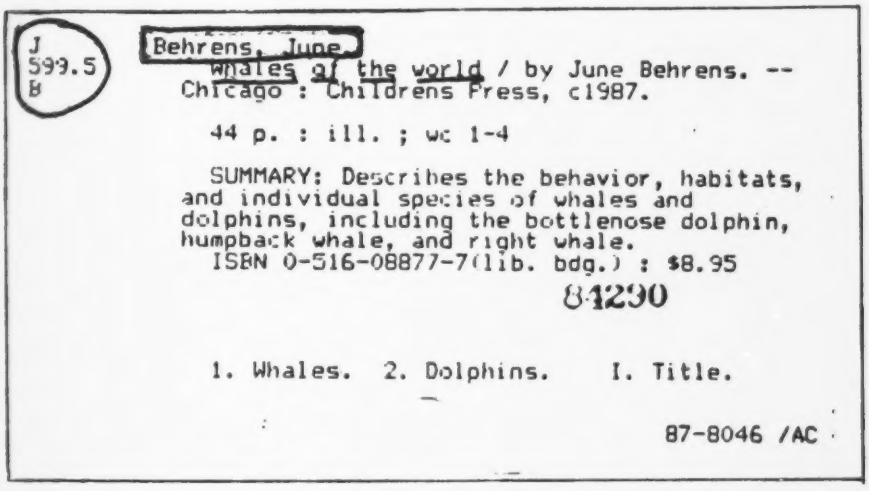
10. Search the title card catalog to find a book named The Beaver.

    The call number is J 599.323 N

11. Search the subject card catalog to find a book about Hopi Indians.

    The call number is J 970.3 E OR J 973.04 T.

For questions 12 - 18 use the picture below.



J
599.5
B

Behrens, June.
Whales of the world / by June Behrens. --
Chicago : Childrens Press, c1987.

44 p. : ill. ; wc 1-4

SUMMARY: Describes the behavior, habitats, and individual species of whales and dolphins, including the bottlenose dolphin, humpback whale, and right whale.
ISBN 0-516-08877-7(lib. bdg.) : $8.95

84290

1. Whales. 2. Dolphins. I. Title.

87-8046 /AC

12. Circle the call number (see picture on page 11).
13. Draw a box around the author's name (see picture on page 11).
14. Draw a line under the title (see picture on page 11).

For questions 15 - 18 circle the best answer.

15. The "J" on the card means
    a. just arrived, new book
    b. just checked out
    (c.) juvenile
    d. the book can be found on the "J" shelf
16. The "B" on the card means
    a. big book
    (b.) the first letter of the author's last name
    c. a "best" book
    d. for boys
17. We use call numbers to
    a. order new books
    b. call the librarian
    c. find a book in the card catalog
    (d.) find a book on the shelf

18. The word "REFERENCE" on a catalog card means

(a.) the book is in the reference section of the library

b. the book has a reference on the cover

c. the book is for librarians only

19. Use the card catalog to find a book titled Jets and Rockets and How They Work.

a. The call number of the book is J 629.4 G

b. The title of the book is Jets and Rockets and How They Work

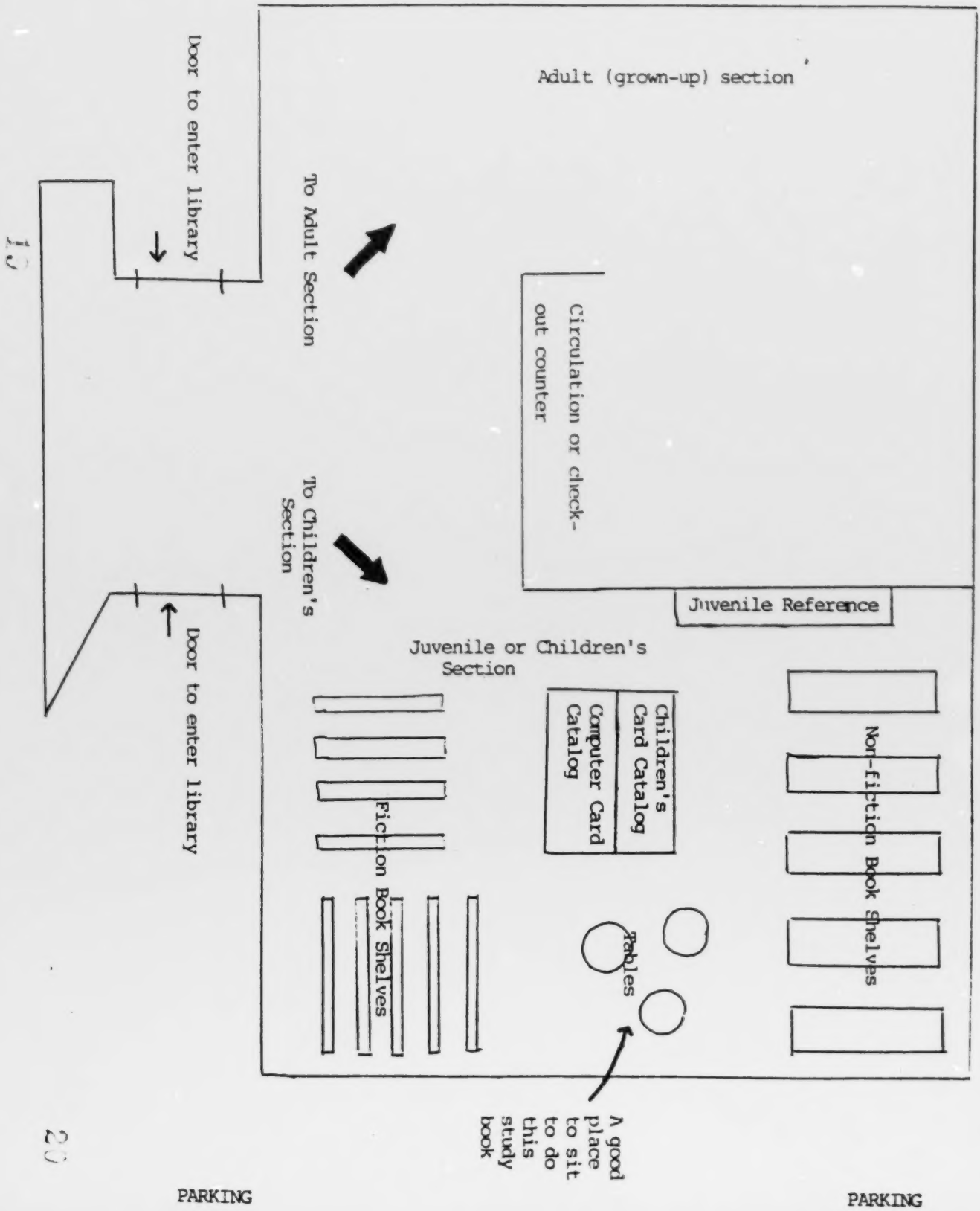
c. The author of the book is William P. Gotlieb

d. The shelf number where the book can be found is 30

If you have correct answers for all of the questions, you did an OUTSTANDING JOB!! Please see the librarian at this time.

If you have more than one answer incorrect, please continue on page 15 of this booklet. Thank you.

MAP OF A TYPICAL COMMUNITY LIBRARY



THE CARD CATALOG: WHAT IS IT?

A card catalog is a listing of all the books that are on the shelves of a library. Only books that are owned by the library will be found in the card catalog. It is called a card catalog because it lists each book on a small card. Just like a toy catalog lists toys the store has, a card catalog lists books the library has.

The cards inside a card catalog are placed in alphabetical (ABC) order in drawers. Each drawer is labeled to tell which part of the alphabet is inside each drawer. Look at the picture of the card catalog shown on page 16 (Figure 1.1).

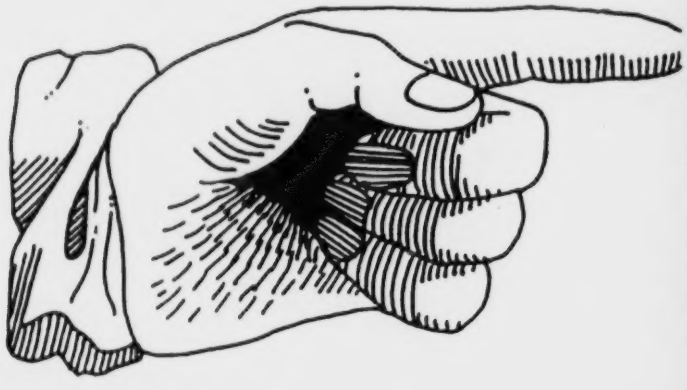
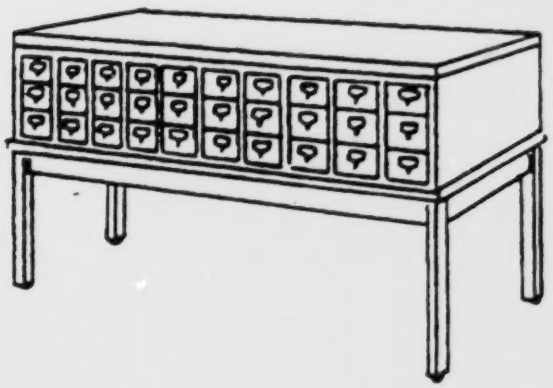


FIGURE 1.1 A Typical Card Catalog



Now walk to the card catalog in the library. You can use the map on page 14 to help you. Look at how the drawers are labeled. Open any drawer and take a quick look at the cards inside the drawer. **PLEASE DO THIS NOW.**

Did you notice how each drawer in the card catalog has a name? Also, each drawer has two words to tell you the part of the alphabet that can be found in that drawer.

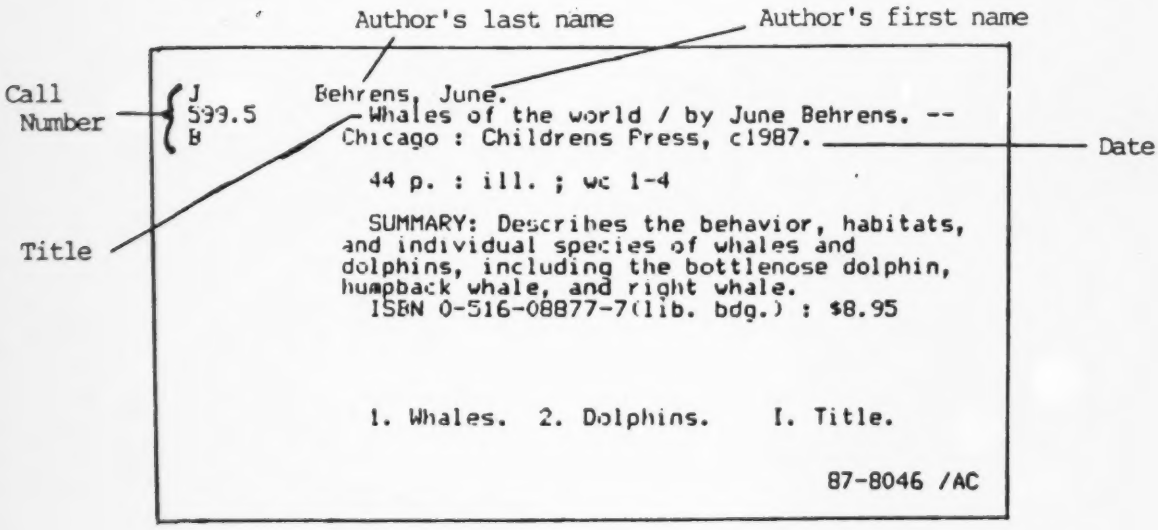
Most card catalogs look like the one shown in Figure 1.1. Knowing how to use the card catalog will help you find books in the library. You can look for a specific book that you want, or, you can find books that may be of interest to you by searching through the card catalog.

Now let's learn how to use the card catalog!

USING THE CARD CATALOG

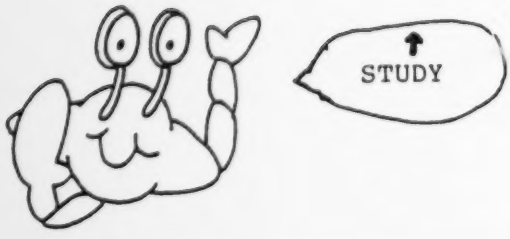
Before learning how to search for books in the card catalog, let's take a look at what a typical card looks like. Look at Figure 1.2 below. Study the parts of the card.

FIGURE 1.2 A Typical Card in the Catalog


Author's last name
Author's first name
Call Number
J
599.5
B
Behrens, June.
Whales of the world / by June Behrens. --
Chicago : Childrens Press, c1987.
Date
44 p. : ill. ; wc 1-4
SUMMARY: Describes the behavior, habitats, and individual species of whales and dolphins, including the bottlenose dolphin, humpback whale, and right whale.
ISBN 0-516-08877-7(lib. bdg.) : $8.95
Title
1. Whales. 2. Dolphins. I. Title.
87-8046 /AC

Parts of the catalog card:

Call number: Each book has a different call number. It is used to find the book on the shelf.

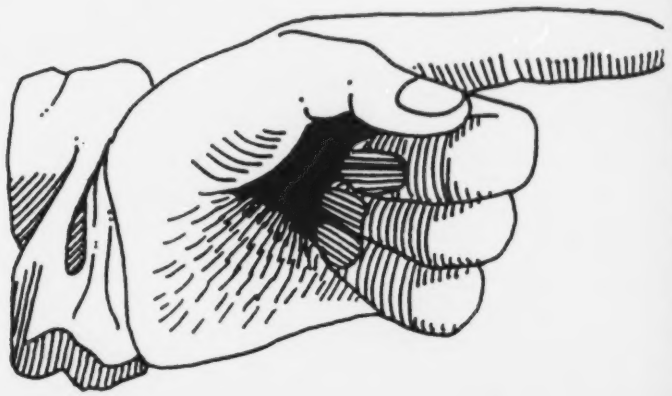


Author: The last name of the author is printed first. The first name of the author is printed next. In Figure 1.2, "Behren" is the author's last name and "June" is the author's first name.

Title: The name of the book will be given near the top of the card.

Date: You may wish to know the date of the book, especially if you are doing a report. Newer books on computers, for example, have newer information.

Let's take a look at another catalog card. Look at Figure 1.3 shown on page 19 and study the parts of the card.



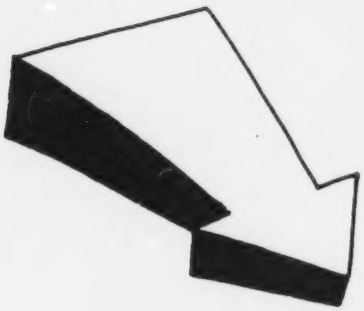
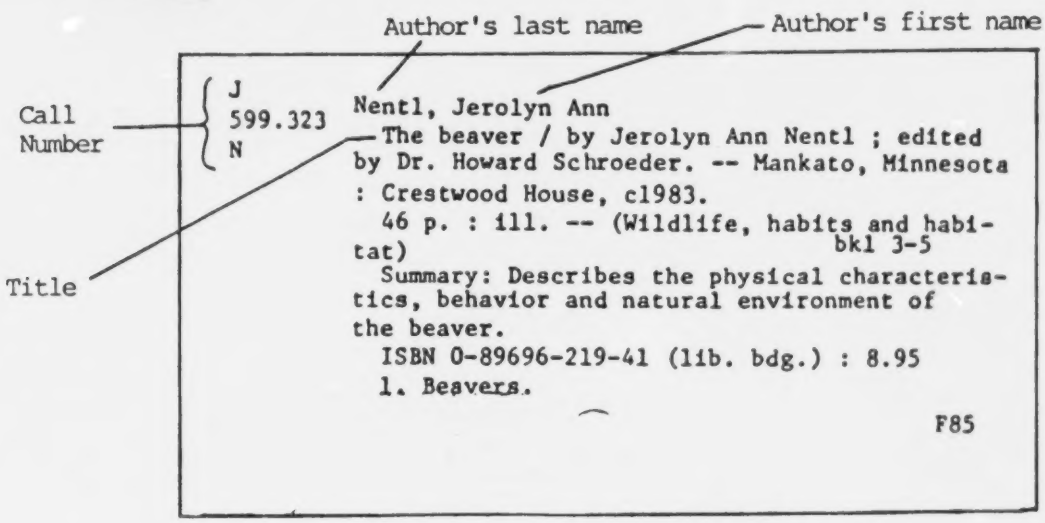


FIGURE 1.3 A Typical Catalog Card


Author's last name
Author's first name
Call Number
Title
J
599.323
N
Nentl, Jerolyn Ann
The beaver / by Jerolyn Ann Nentl ; edited by Dr. Howard Schroeder. -- Mankato, Minnesota : Crestwood House, c1983.
46 p. : ill. -- (Wildlife, habits and habitat)
bkl 3-5
Summary: Describes the physical characteristics, behavior and natural environment of the beaver.
ISBN 0-89696-219-41 (lib. bdg.) : 8.95
1. Beavers.
F85

This card also has the author at the top. Notice how a middle name is given. Sometimes authors use their middle name. However, the last name is still listed first. You will learn more about the call number and other parts of the card later in this study book. Also, some cards look a little different from other cards. You will learn this too.

SEARCHING FOR A BOOK IN THE CARD CATALOG

When you walked to the card catalog you may have seen some drawers with the word "author" at the top. Other drawers had the word "title" and some drawers were labeled with the word "subject." If you didn't notice this, please walk back to the card catalog at this time and look for these words. You should not open the drawers. Read the label on the outside of the drawer. **PLEASE DO THIS NOW.**

The words "author," "title," and "subject" tell you that you can look for a book in 3 ways. The first way is to look for a book by the author of the book. The second way is to look for a book by the title of the book. The third way is to search for a book by the subject or topic of the book.

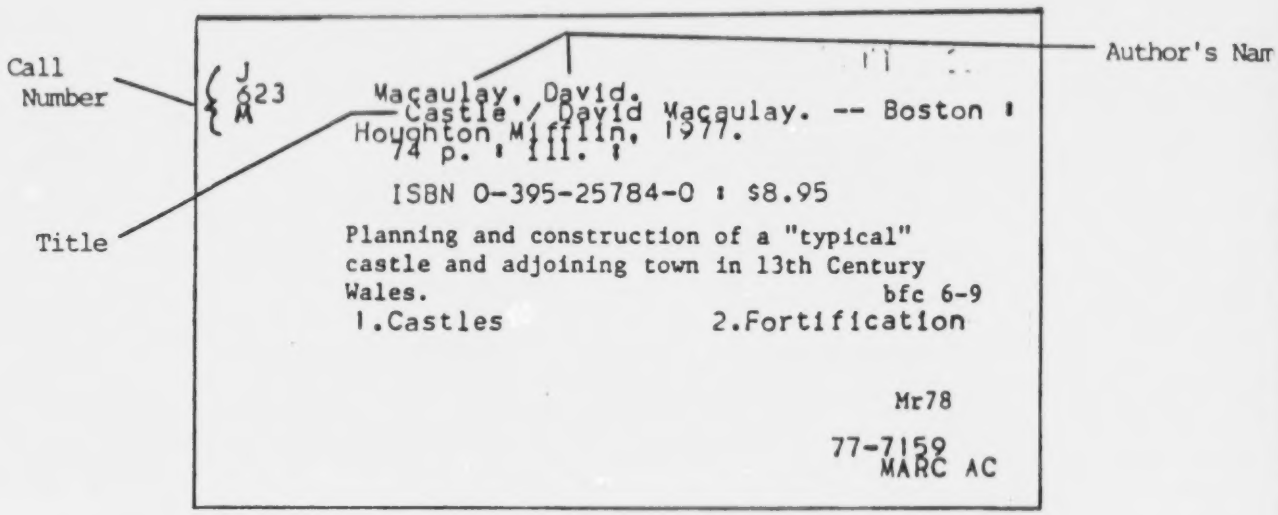
Let's look at some examples of the 3 ways you can search for a book.

AUTHOR: A man named David Macaulay has written many books. To find out which books by David Macaulay the library has, make an author search in the Author Card Catalog.

We would begin by looking up the author's name in the correct drawer

of the catalog. Remember to ALWAYS SEARCH BY THE AUTHOR'S LAST NAME. So, for David Macaulay we would look in Author Card Catalog under MACAULAY, DAVID. One of the cards you would find under "Macaulay, David" is shown in Figure 1.4 below. Study the parts of the card and notice how the author's last name is shown first.

FIGURE 1.4 Author Catalog Card for David Macaulay



If you knew that the book you wanted was written by David Macaulay, you could search through all the cards with his name and read the titles of the books to find the book you want.

Now it is time for you to give it a try. Please continue on page 22.

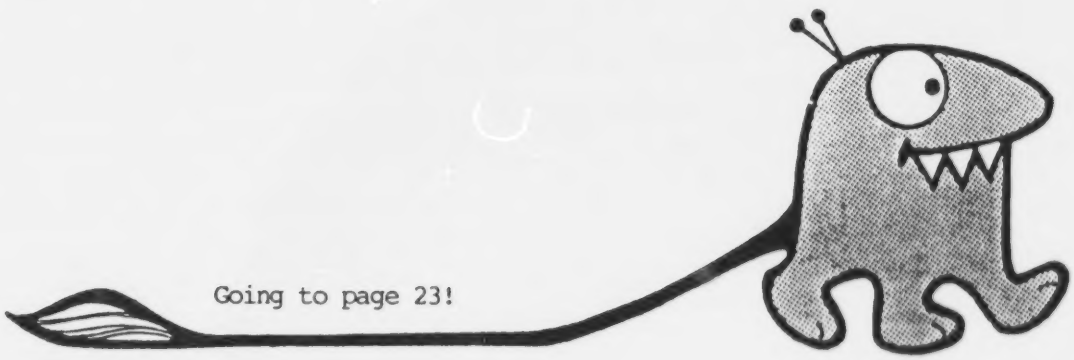
PRACTICE 1.1

Go to the card catalog at this time and look up the author David Macaulay. Remember to use the Author Card Catalog and to look up his last name first. On the lines below, write the names (titles) of 2 books he has written that can be found in the catalog. You may take this study booklet with you to the card catalog. **PLEASE DO THIS NOW.**

_____

_____

Now go to page 23 and check your answers. Put a star by each correct answer.



PRACTICE 1.1 ANSWERS

List 2 titles by David Macaulay. You should have any 2 of the titles listed below.

Black and White
Castle
City; a Story of Roman Planning and Construction (If you only have the word "City," that is fine)
Mill
Pyramid (2 cards because library has 2 copies)
The Way Things Work
Underground
Why the Chicken Crossed the Road

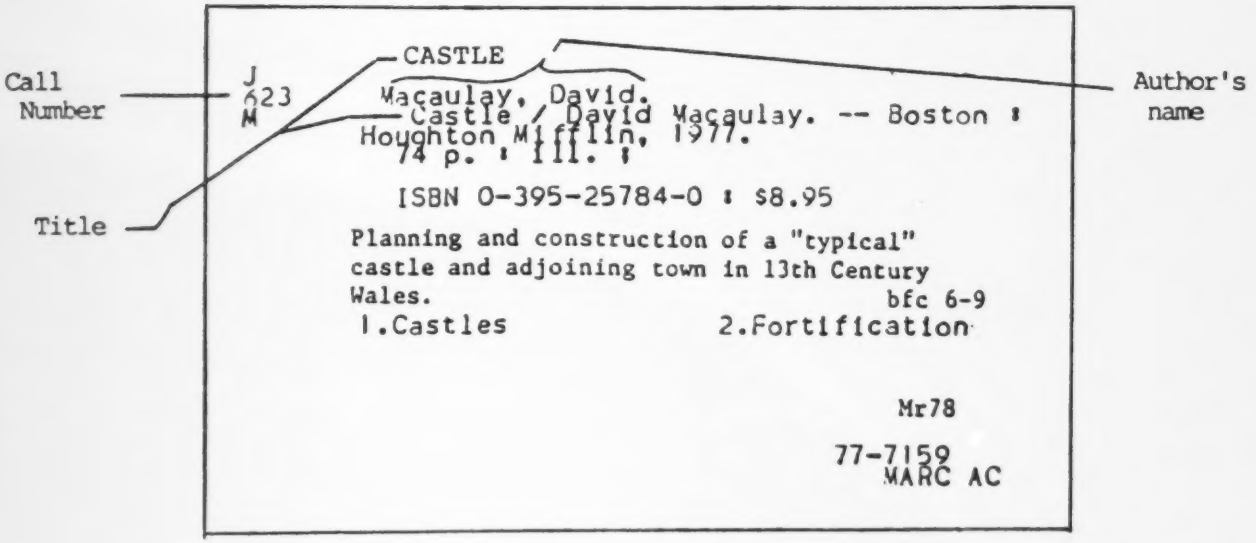
If you have any 2 of the titles above, you are correct! Please continue on page 24.

If you couldn't find any of these titles, go back to page 22 and read the directions again for Practice 1.1. Make sure you have searched in the Author Card Catalog and that you looked in the correct drawer. You should look in the drawer with the label "Lobel - Metz" as you are looking for the word "Macaulay." If you still cannot find the titles please see your teacher.

Now let's look at another way to search for a book.

TITLE: You can also look for a book by looking up the exact title of the book. For example, a popular book written by David Macaulay has the title Castle. If you look up this title in the Title Card Catalog you will find a card that looks like the one shown in Figure 1.5 below. Look at Figure 1.5 now.

FIGURE 1.5 A Card From the Title Card Catalog



Does the card shown in Figure 1.5 look a lot like the card shown in Figure 1.4 on page 21? Yes, it does. The one thing that is different is that the

title of the book is at the very top of this card. That is because you were searching for the book by title in the Title Card Catalog.

Now go to the card catalog and look up the title Castle in the Title Card Catalog. Count the number of books in this section that have the word "castle" in the title. **PLEASE DO THIS NOW.**

Did you count thirteen books? If you did . . . great job!

When looking for books by the title of the book there is a special rule you need to know. The rule is: If a title begins with the word "A," "An," or "The," drop this word and search for the title using the next word in the title.

For example, the book titled The Way Things Work begins with the word "The." The rule says we should drop this word and search using the

next word in the title. We would search for this book under the "W" section of the card catalog for the word "Way."

Here are some other titles and how you would search for them in the Title Card Catalog. Please look at them carefully.

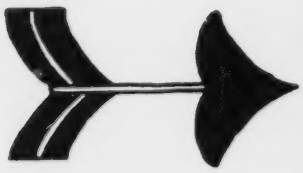
Example A: The Mystery of the Haunted Cabin: Search under "M" for "Mystery"

Example B: A History of Art: Search under "H" for "History"

Example C: How Man Made Music: Search under "H" for "How"

Example D: The Beaver: Search under "B" for "Beaver"

Now for some practice. Please continue on page 27.

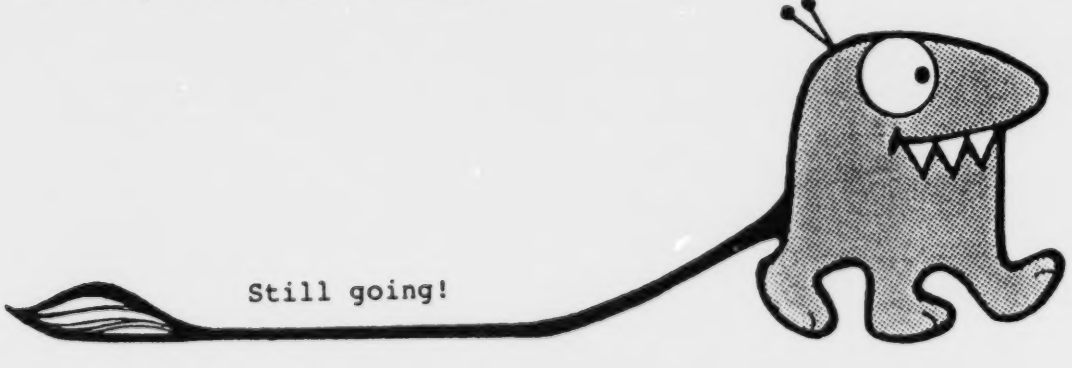


PRACTICE 1.2

For each title given below, search for the real card in the Title Card Catalog. Write down which drawer you searched in for the title by listing on the blanks below the 2 words that appear on the front of the drawer. You do not need to write down the **number** of the drawer. The first one is done for you. You may take this study booklet with you to the card catalog. **PLEASE DO THIS NOW.**

	TITLE OF BOOK	TITLE CARD CATALOG DRAWER TO LOOK IN
1.	The Yearling	Yankee - Zulu
2.	Boy of the Pyramids	_____
3.	The Life of Animals Without Backbones	_____
4.	Plants That Eat Animals	_____
5.	A World Explorer: Sir Francis Drake	_____

Now go to page 28 and check your answers. Put a star by each correct answer.



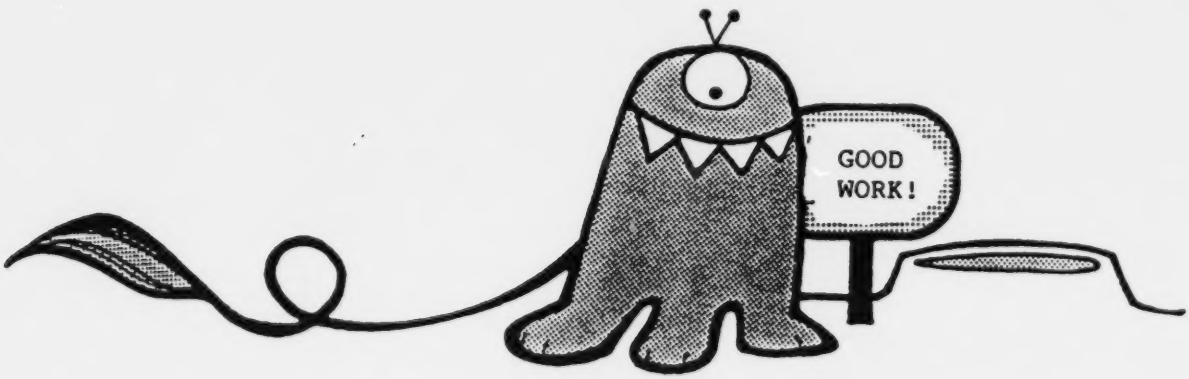
PRACTICE 1.2 ANSWERS

Write down which drawer you searched in for each title given below.

TITLE OF BOOK	TITLE CARD CATALOG DRAWER TO LOOK IN
1. The Yearling	Yankee - Zulu
2. Boy of the Pyramids	Bow - City
3. The Life of Animals Without Backbones	La - Lysis
4. Plants That Eat Animals	Opal - Python's
5. A World Explorer: Sir Francis Drake	Wacky - Wyoming

If you have answered all of these questions correctly, please continue on page 29.

If you couldn't find any of these titles, go back to the catalog and make sure you search in the Title Card Catalog drawers. Be careful: watch your alphabetical order! If you cannot find the titles on your second try, please see your teacher.



We will now look at the third way to search for books in a card catalog.

SUBJECT

If you do not know the exact author or title of a book, you can make a subject search in the card catalog. For this type of search you need to think about what you believe the book is mostly about. Is it mostly about birds? If it is, you could search in the Subject Card Catalog under "Birds." Is it mostly about dinosaurs? If it is you could search in the Subject Card Catalog under "Dinosaurs."

The Subject Card Catalog is very good for finding many books on a chosen subject or topic. For example, a search under "Birds" in the Subject Card catalog of this library shows 47 separate cards! This means the library has 47 different books that have information mostly about birds. If you were doing a report on birds, you would want to read the title on each of the 47 cards to help you get a better idea of what the book is about.

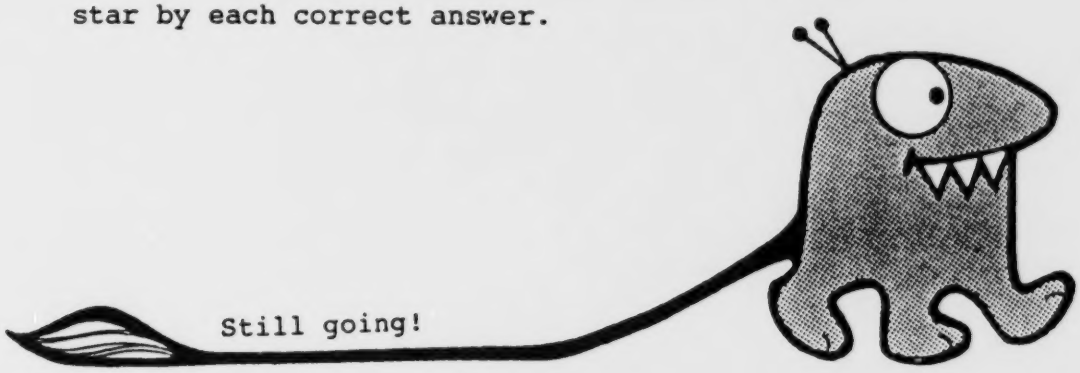
Now for some practice!

PRACTICE 1.3

Go to the card catalog and make a subject search for each of the subjects listed below. Make sure you use the Subject Card Catalog drawers. On the lines below, write how many cards you found for each subject. The first one is done for you. You may take this study booklet with you. **PLEASE DO THIS NOW.**

Subject to look up	Number of catalog cards found for that subject
1. Hurricanes	4
2. Road Machinery	_____
3. Lasers	_____

Now go to page 31 and check your answers. Put a star by each correct answer.

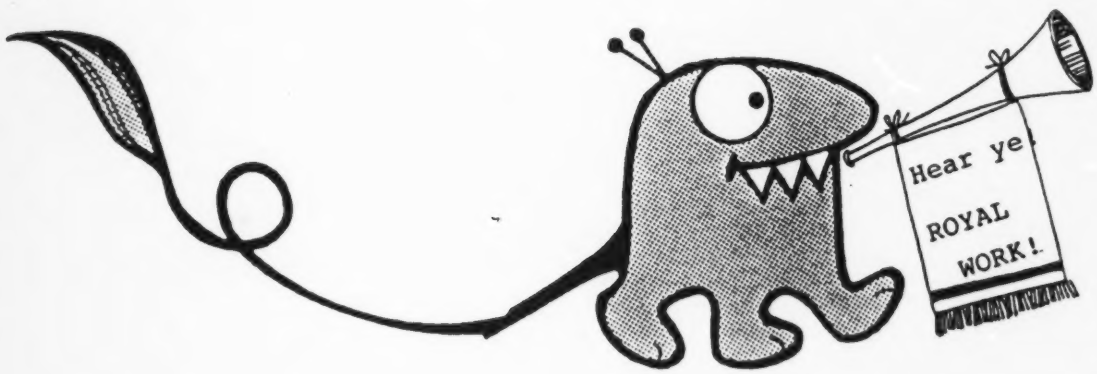


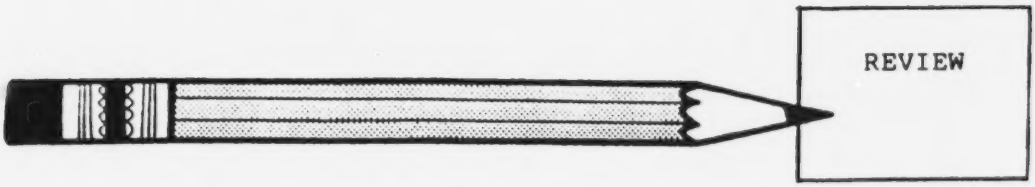
PRACTICE 1.3 ANSWERS

Subject to look up	Number of catalog cards found for that subject
1. Hurricanes	4
2. Road Machinery	2
3. Lasers	13

If you answered these questions correctly, please continue on page 32. You're doing a great job!

If you didn't get these answers, go back to the card catalog and make sure you searched in the Subject Card Catalog. Then count the number of cards for each subject very carefully. Look up number 1, Hurricanes, to see how the example was done. If you continue to have a problem, please see your teacher.





REVIEW

Let's review some of the things you have learned so far.

* A card catalog lists books by Author, Title or subject.
* When searching by author, always search by the author's last name.
* When searching by title, always drop the first word of the title if it is the word "A," "An," or "The."

Now let's practice deciding which catalog to search.

DECIDE: AUTHOR, TITLE OR SUBJECT

If you know the author or title of a book it is very easy to search for the book. You can use either the author or title card catalogs. For subjects, you may need to try different subjects to find exactly what you want. For example, a subject search for "Fishes" gives a lot of cards. However, if you make a subject search for "Tropical Fish" you find fewer cards. You need to think about what exactly your topic is. If you want information on

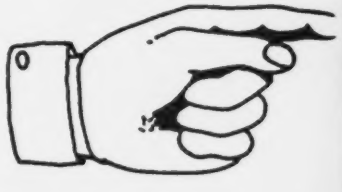
all kinds of fish, then you would make a subject search under "Fishes." If you want information only on tropical fish for your aquarium at home, then make a subject search under "Tropical Fish."

For each example below look at the card catalog to be searched. Think about why the author card catalog was used for some of the items and the title or subject card catalog was used for other items.

EXAMPLES:

Item	Card Catalog to be Searched
1. The Book of Three (name of a book)	Title
2. Beverly Cleary (writer of books)	Author
3. David McCord (writer of books)	Author
4. Polar Bears	Subject
5. Wonders of Sponges (name of a book)	Title
6. Sponges	Subject

Now it is your turn to try. Please go to page 34.

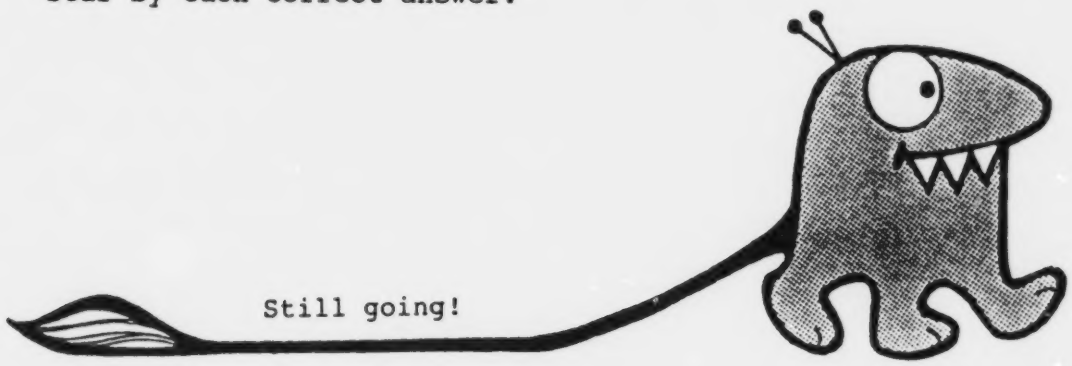


PRACTICE 1.4

For each item in the list below, decide if it would be best to search by author, title or subject. Write your answer in the blank. Go back and study the examples on page 33 if you do not feel ready to try this.

ITEM	CARD CATALOG TO BE SEARCHED
1. The Boxcar Children (name of a book)	_____
2. Shel Silverstein (writer of books)	_____
3. The World Almanac (name of a book)	_____
4. Beavers (you want to learn about beavers)	_____
5. Drawing (you want to find a book on how to draw)	_____

Now go to page 35 and check your answers. Put a star by each correct answer.

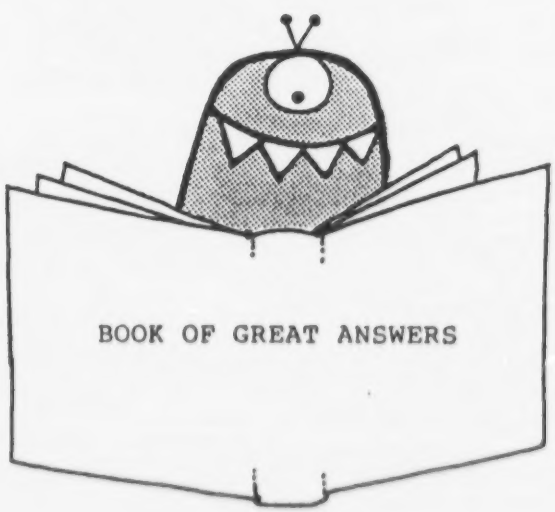


PRACTICE 1.4 ANSWERS

ITEM	CARD CATALOG TO BE SEARCHED
1. The Boxcar Children (name of a book)	Title
2. Shel Silverstein (writer of books)	Author
3. The World Almanac (name of a book)	Title
4. Beavers (you want to learn about beavers)	Subject
5. Drawing (you want to learn how to draw)	Subject

If you have answered all of these questions correctly you are doing a GREAT job! Now it's time to find things in a card catalog. Please go to page 36.

If you have more than one question wrong for Practice 1.4 please go back to the examples on page 33. After you study the examples try Practice 1.4 again. If you still do not understand the answers given please see your teacher.



LOCATING CARDS IN THE CARD CATALOG

PRACTICE 1.5

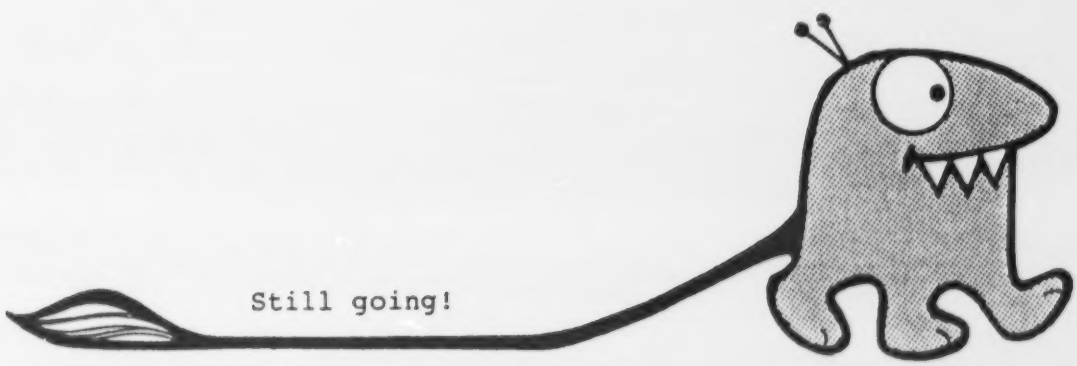
You are now ready to locate topics in the card catalog. For each topic given you will need to decide if you should search by author, title or subject. Once you have decided the best way to search, go to the card catalog and look up the topic in the correct catalog. For each topic you look up, write down what kind of search you made. The search will either be author, title or subject. Also write down the call number of the book you selected. ** Remember, there may be more than one book (card) for an author or subject. Just pick one. ** The first two are done for you. **PLEASE DO THIS NOW.**

ITEM TO LOOK UP	KIND OF SEARCH	CALL NUMBER OF BOOK
1. Cartooning	Subject	J 741.5 B
2. The Beaver (name of a book)	Title	J 599.323 N
3. Animals of the Polar Region (name of a book)	_____	_____

Please continue with Practice 1.5 on page 37.

ITEM TO LOOK UP	KIND OF SEARCH	CALL NUMBER OF BOOK
4. Leaves (you want to learn about leaves	_____	_____
5. M. J. Fressard (writer of books)	_____	_____

Now go to page 38 to check your answers. Put a star by each correct answer.

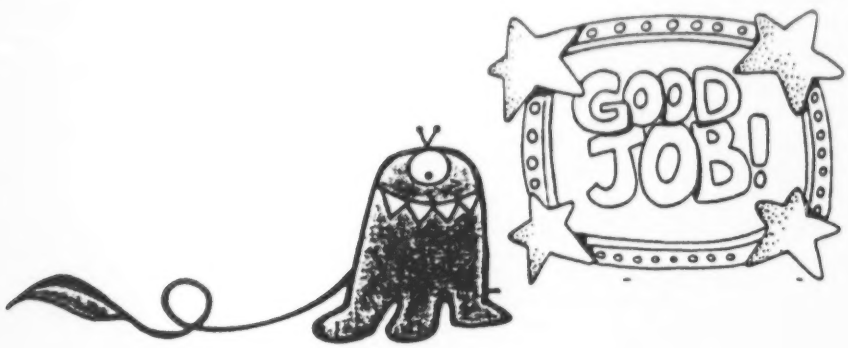


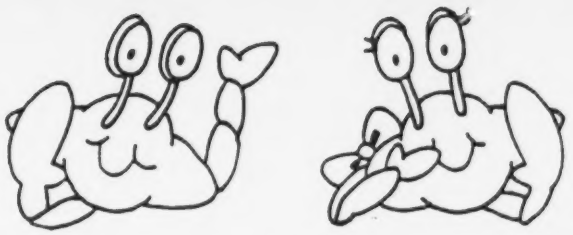
PRACTICE 1.5 ANSWERS

ITEM TO LOOK UP	KIND OF SEARCH	CALL NUMBER OF BOOK
1. Cartooning	Subject	J 741.5 B
2. The Beaver (name of a book)	Title	J 599.323 N
3. Animals of the Polar Region (name of a book)	Title	J 599.09 J
4. Leaves (you want to learn about leaves)	Subject	J 581.10 J **OR** J 581 **OR** J 582.16 W
5. M. J. Fressard (writer of books)	Author	J 746.4 F

If you have all of the answers correct you are doing a SUPER job! Please continue on page 39.

If you have any part of practice 1.5 incorrect, please review the material on pages 32 and 33.





Our next step is to learn how to use a card in the catalog to find a book on the shelf. Let's begin!

FINDING A BOOK USING CALL NUMBERS

Now that you know how to look up authors, titles and subjects in the card catalog, you can then use the catalog card to find books on the library shelves. The purpose of call numbers on a catalog card is to help you find the place to search to find your book.

Let's look again at a typical catalog card. See Figure 1.6 below.

FIGURE 1.6 A Typical Catalog Card

J
741.5
B

Benjamin, Carol.
Cartooning for kids / by Carol Benjamin. 1st ed. New York : T.Y. Crowell, c1982.
71 p. : ill. 3-6

SUMMARY: Outlines how to draw simple cartoons from circles, dots, lines, and curves and how to add professional touches such as shading, decorative detail, or color.

ISBN 0-690-04208-6 (lib. bdg.) : 9.89
1. Cartooning. 2. Drawing--Technique.

Mr83
81-43876
CIP MARC AC

Look at the title, author and call number on the card. This is important information that will help you find the book shown on the card.

For the card shown in Figure 1.6 on page 39, the call number is shown as:

J
741.5
B

J --- means "juvenile." This means the book will be found in the juvenile, or childrens, section of the library. The book will <u>not</u> be found in the adult, or grown-up, section.

741.5 --- is the number given to this book because it is a type of drawing book. Books that are about drawing will have call numbers that are close to this one.

B --- the letter "B" in the call number is the first letter of the author's last name. For this card, "B" stands for "Benjamin," the author's <u>last</u> name.

All of this information will help you find the book titled <u>Cartooning for Kids</u> on the shelf of the library.

Let's try another one. Look at the card shown in Figure 1.7 on page 41.

FIGURE 1.7 A Card From the Author Card Catalog

J
623.82
W

White, David, 1952 July 13-
Submarines / text by David White. -- Vero Beach, FL : Rourke Enterprises, 1989.

48 p. : ill. ; bkl 4-7. -- (The Great book of--)

Includes index.
SUMMARY: Discusses the history of submarines, how they operate, and their possible future as explorers rather than war machines.
ISBN 0-86592-452-X(lib.bdg.) : $12.95

1. Submarines I. Title. II. Series.

87-37460 /AC

Look at the call number for the book shown in Figure 1.7. The call number is J 623.82 W.

J means "juvenile." The book will be found in the children's section of the library.

623.82 is the number given because of the subject of book.

W is for "White," the author's last name.

Catching on? GREAT!

Now let's look at another card which is a little different. This type of card is very important, however, because it tells you where to begin looking for a book. Look at Figure 1.8 on page 42.

FIGURE 1.8 A Catalog Card for a Reference Book

REFERENCE COPY 2

J
600
M

Macaulay, David.
The way things work / David Macaulay. --
Boston : Houghton Mifflin, 1988.

384 p. : ill. ; k 4 and up.

Includes index.
SUMMARY: Here the author not only demonstrates how machines do what they do - from the simplest lever to the most sophisticated computer - he also shows how the concept behind one invention is linked to the concept behind another.
ISBN 0-395-42857-2: $24.95

1. Technology--Popular works. I. Title.

88-11270

Most of the card shown in Figure 1.8 looks like the other catalog cards you have studied. Notice at the top of the card the word "REFERENCE." Whenever you see this word on a catalog card it means the book is located in a "Reference" section of the library. Books found in the reference section cannot be checked out of the library. They can be used in the library however. To find the book for the card shown in Figure 1.8 you would go to the reference area in the juvenile section. The

word "REFERENCE" and the "J" in the call number tell you this. Look at the map on page 14 to find where the Juvenile Reference shelves are located.

*** Let's find a book! ***

Now you can search for books using the call numbers you found in the card catalog. To do this you should write down the call number and the title of the book on a scrap piece of paper. Take this paper with you when you go to look for the book on the shelf. Let's practice first. We will use the card shown in Figure 1.9 below.

FIGURE 1.9 A Card From the Author Card Catalog

COPY 2

J
720
B

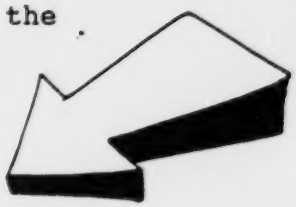
Brown, David J.
The Random House book of how things were built / David J. Brown. -- 1st American ed. -- New York : Random House, c1992.

140 p. : ill. ; pc 3-6.

SUMMARY: An illustrated history of more than sixty notable structures of the ancient and modern world. Includes detailed diagrams and a glossary of architectural terms.
ISBN 0-679-92044-7(lib. bdg.) : $19.99

1. Architecture. I. Title. II. Title: How things were built.

To find the book shown in Figure 1.9, follow the steps on below.



Steps to find the book using the card shown in Figure 1.9.

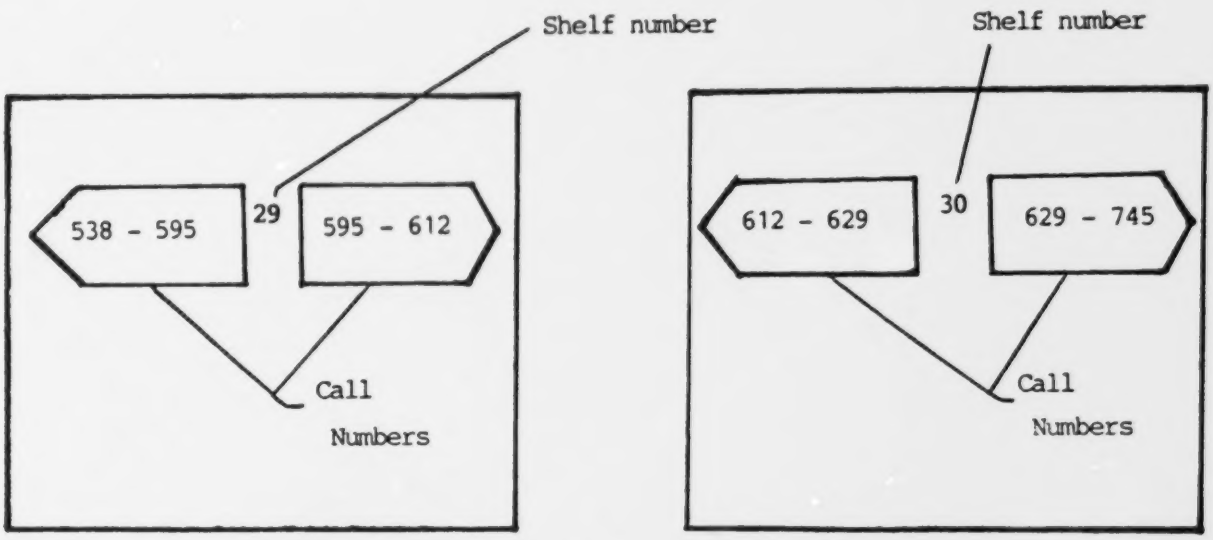
1. On a piece of paper write down the call number of the book shown in Figure 1.9. **PLEASE DO THIS NOW.**

2. Decide if you will look in the "Reference" section. For the book shown in Figure 1.9 the answer is no.

3. Decide if you will look in the Juvenile section. For the book shown in Figure 1.9 the answer is yes.

4. Each shelf has call numbers printed on the end to help you know where to look for the book. Look at Figure 2.0 below.

FIGURE 2.0 Picture of the Shelf Ends at a Local Community Library



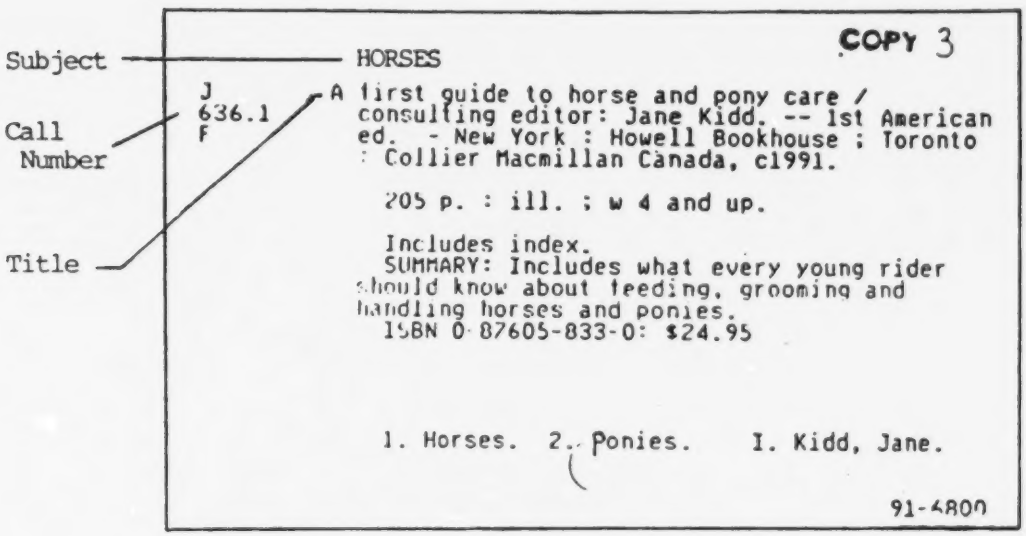
Looking at shelf number 29 you can see that books with call numbers 538 thru 595 are on the left side of the shelf (see arrow). Books with call numbers 595 - 612 are on the right side (see arrow) of shelf number 29. If the book you want has a call number of J 541.3 D, you would go to shelf number 29 and search on the left side. If your book has a call number of J 599 F, search the right side of shelf number 29. If your book has a call number of J 629 A, you will need to check both the right and the left sides of shelf number 30. Once you know which shelf to check, look for the book using the call number. If more than one book has the call number, look for the correct title. If a book is in the reference section, we say the book is on the reference shelf. The reference shelves are not numbered on the shelf ends. Now you will need to take the piece of paper that has the call number and title of the book shown in Figure 1.9 on page 43 and find the shelf the book is on. Write the shelf number where you found the book on your piece of paper. **PLEASE DO THIS NOW.**

Did you find the book on shelf number thirty? If you did, good for you! If you could not find the book, someone may have already checked the book out. If you looked on shelf number thirty, you went to the right place.

Let's try another one. Use the card shown in Figure 2.1 on page 47 and find the book on the shelf. Remember to follow these steps:

1. Write the call number and the title of the book on a piece of paper.
2. Decide if you will look in the "Reference" section.
3. Decide if you will look in the "Juvenile" section.
4. Decide which shelf you will search.
5. Search for the book using the call number and the title.

FIGURE 2.1 A Card From the Subject Card Catalog


Subject
Call Number
Title
HORSES
COPY 3
J
636.1
F
A first guide to horse and pony care / consulting editor: Jane Kidd. -- 1st American ed. - New York : Howell Bookhouse ; Toronto : Collier Macmillan Canada, c1991.
205 p. : ill. ; w 4 and up.
Includes index.
SUMMARY: Includes what every young rider should know about feeding, grooming and handling horses and ponies.
ISBN 0-87605-833-0: $24.95
1. Horses. 2. Ponies. I. Kidd, Jane.
91-4800

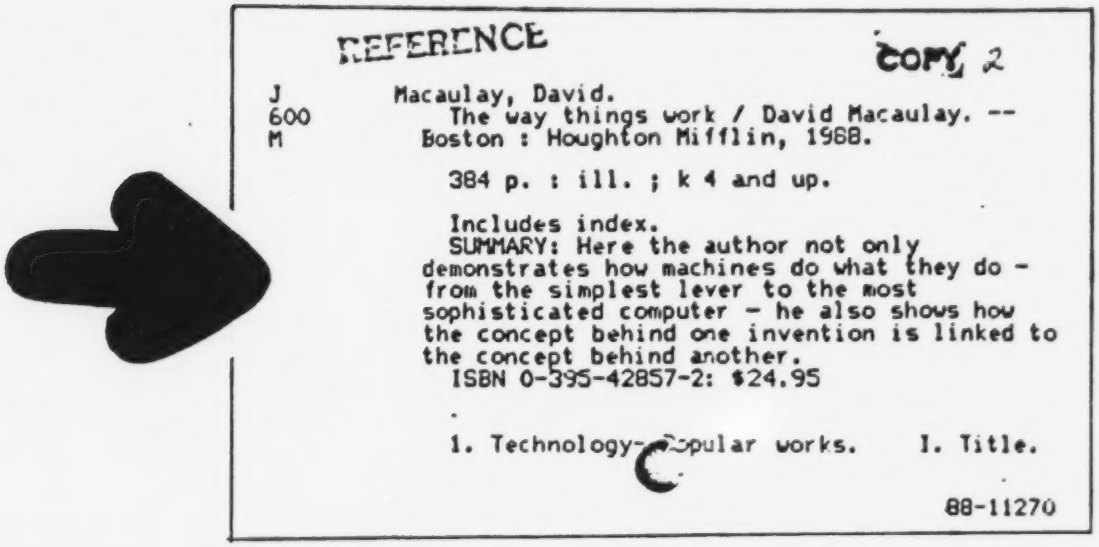
Now take your piece of paper and begin. Try and find the book on the shelf. **PLEASE DO THIS NOW.**

Did you find the book? The book can be found on shelf number thirty.

One more to practice!

Use the card shown in Figure 2.2 on page 48 to find the book on the shelf. Look at the card carefully! **PLEASE DO THIS NOW.**

FIGURE 2.2 A Card From the Author Card Catalog


REFERENCE COPY 2

J
600
M Macaulay, David.
The way things work / David Macaulay. --
Boston : Houghton Mifflin, 1988.

384 p. : ill. ; k 4 and up.

Includes index.
SUMMARY: Here the author not only demonstrates how machines do what they do - from the simplest lever to the most sophisticated computer - he also shows how the concept behind one invention is linked to the concept behind another.
ISBN 0-395-42857-2: $24.95

1. Technology--Popular works. I. Title.

88-11270

Did you find it? Did you remember that a card with the word "Reference" at the top means it is in the "Reference" section of the library? If you didn't, please search the juvenile reference section now.

The book is on the reference shelf of the children's area. It is near the other J 600 books. Notice the yellow sticker with the word "REFERENCE" on it. This sticker is on all the books in the children's reference section.

Now it is your turn to find a card in the

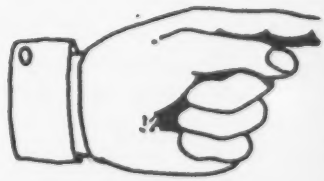
card catalog and to use the information on the card to find a book. Please continue below.

PRACTICE 1.6

For each item below write the call number of the book and the number of the shelf on which you found the book. If the book will be found in the Reference section, put the word "reference" in the blank for shelf number. The first two are done for you. Search for these books in the Title Card Catalog. **PLEASE DO THIS NOW.**

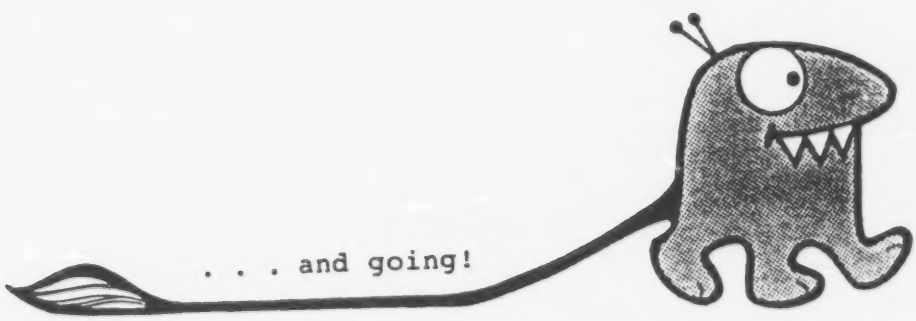
TITLE OF BOOK	CALL NUMBER	SHELF NUMBER
1. Whales of the World	J 599.5 B	29
2. Something About the Author	J 928 C	Reference
3. Cars and How They Go	_____	_____

CONTINUE ON PAGE 50 PLEASE.



TITLE OF BOOK	CALL NUMBER	SHELF NUMBER
4. How Leaves Change	_____	_____
5. Solar Energy at Work	_____	_____
6. The Story of America	_____	_____

Now go to page 51 and check your answers. Put a star by each correct answer.

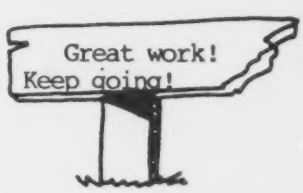


PRACTICE 1.6 ANSWERS

TITLE OF BOOK	CALL NUMBER	SHELF NUMBER
1. Whales of the World	J 599.5 B	29
2. Something About the Author	J 928 C	Reference
3. Cars and How They Go	J 629.2 C	30
4. How Leaves Change	J 581.10 J	29
5. Solar Energy at Work	J 621.47 P	30
6. The Story of America	J 973 S	Reference

If you have answered all of the questions correctly, please continue on page 52. Keep up the good work!

If you have more than one answer incorrect please go back and review the material on pages 44 and 45. Make sure that you are searching for these titles in the Title Card Catalog. If you still cannot find these titles please see your teacher.



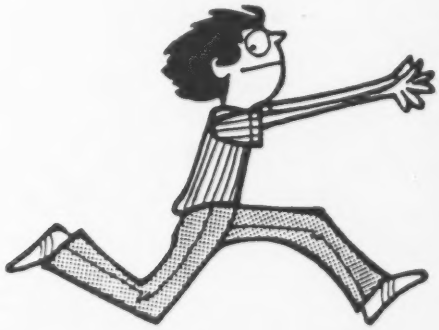
Before we begin a final practice activity, let's review.

REVIEW

To find books in the library:

1. Decide if you want to search by author, title or subject in the card catalog.
2. Search author's by their last name.
3. Search titles by dropping the first word <u>if</u> the first word is "A," "An," or "The."
4. The call numbers tell you where you can find a book.
5. Books are placed on library shelves by using their call numbers. Example: All J 512 books will be in one area on the shelf.
6. When you see the word "Reference" on a catalog card, this means the book will be found in the "Reference" section of the library.

And now to our final practice!

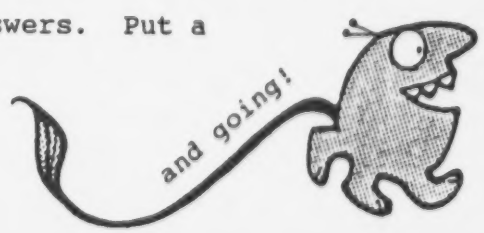


PRACTICE 1.7

For this activity you will need to use everything you have learned in this study book. You may go back to any part of the study book to help you. Your job is to take the items below and use the card catalog to find the book on the shelf. You will need to: A) write the name of the card catalog you searched in (author, title, subject), B) write the title of the book, C) write the call number of the book and D) write the number of the shelf where you found the book. The first one is done for you. **PLEASE DO THIS NOW.**

ITEM	CARD CATALOG USED	TITLE AND CALL NUMBER	SHELF NUMBER
1. You want to learn about submarines	Subject	Submarines J 623.82 W	30
2. You want to find a book written by Ed Emberley	_____	_____ _____	___
3. You want to find the book titled Grand Teton National Park	_____	_____ _____	___
4. You want to learn about Flying Saucers	_____	_____ _____	___
5. You want to find the book named The New Book of Knowledge	_____	_____ _____	___

Now go to page 54 to check your answers. Put a star by each correct answer.

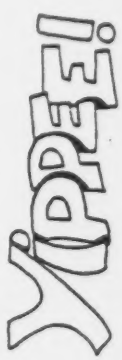


PRACTICE 1.7 ANSWERS

**** READ CAREFULLY ****

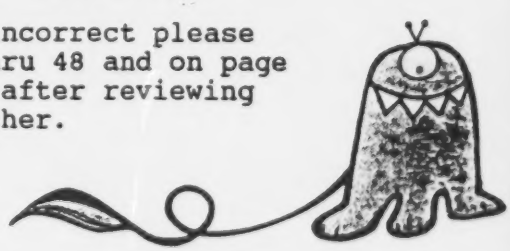
Look at the chart below to check your answers. Your answers for "Card Catalog Used" should be the same as those on this answer sheet. ** Your answers for "Title of Book," "Call Number of Book," and "Shelf Number" may not be exactly the same as those on this answer sheet. If you found a book with information on the item shown, give yourself a star. **

ITEM	CARD CATALOG USED	TITLE AND CALL NUMBER	SHELF NUMBER
1. You want to learn about submarines	Subject	Submarines J 623.82 W	30
2. You want to find a book written by Ed Emberley	Author	Ed Emberley's Drawing Book J 743 E	30
3. You want to find the book named Grand Teton National Park	Title	Grand Teton National Park J 978.7 R	33
4. You want to learn about Flying Saucers	Subject	Is Something Up There? J 629.49 W	30
5. You want to find a book named The New Book of Knowledge	Title	The New Book of Knowledge J 031 N	Juv. Ref.



If you have correct answers for each item in Practice 1.7 please go to page 55. EXCELLENT !!

If you have more than one answer incorrect please review the material on pages 44 thru 48 and on page 52. If you cannot find the books after reviewing the material, please see your teacher.



FINAL ACTIVITY (Objective 7)

Now pretend your teacher has asked you to write a report on a topic of your choice. You may not write about a person however. Your teacher wants you to find 4 different books that you could use to learn about your topic. Please answer the following:

1. Write your topic here

   _____.

2. How would you begin searching for your topic in the card catalog? Circle one:

   a) by author
   b) by subject
   c) by title

3. List the titles and author of four books you found in the card catalog for your topic. Also list the call number. Use the blanks below for your answers.

BOOK	TITLE	AUTHOR	CALL NUMBER
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____

You have now finished this study book. Now go to page 56 and please answer the questions. When you have finished answering all of the questions, return the supplies you were given to the librarian at the desk. Thank you. Remember, you may keep this study booklet.

POSTEVALUATION

Directions:

For questions 1 and 2 below, fill in the blank using your own words. (Objective 1)

1. What is a card catalog?

_____

_____

_____

2. Give one reason why a card catalog is useful?

_____

_____

_____

For questions 3 thru 8 fill in the blank with the word "author," "title," or "subject." (Objective 3)

Would you search in the subject, title, or author card catalog for:

3. Paper Airplane Crafts (name of a book) _____

4. Jack Stevenson (writer of books) _____

5. You want to learn about dolphins _____

6. You want to learn about Kinds of trees in the United States _____

7. How Windmills Work (name of a book) _____

8. June Behren (writer of books) _____

PLEASE CONTINUE ON PAGE 57.

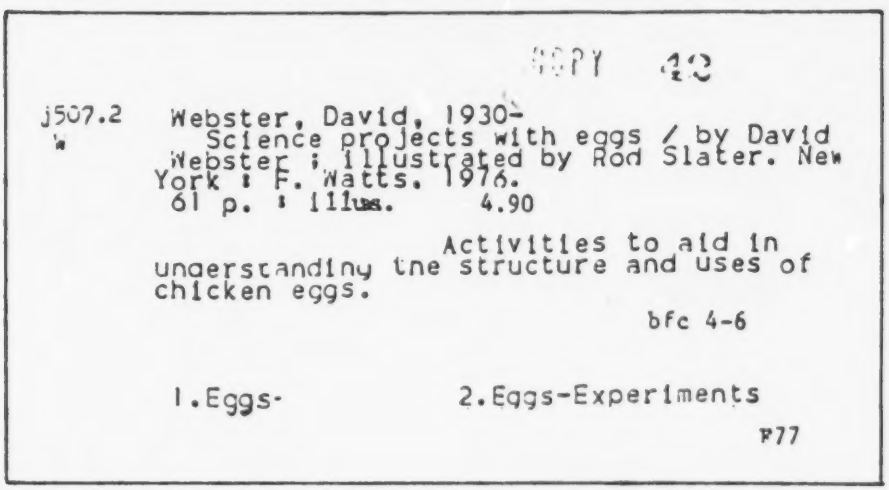
You will need to use the card catalog for questions 9 - 11. Write the call number in the blank next to the item you are asked to look up. (Objective 4)

9. Search the Author Card Catalog to find a book by Dan Zadra.
   Call number is _____

10. Search the Title Card Catalog to find a book named Be a Frog, a Bird, or a Tree.
    Call number is _____

11. Search the Subject Card Catalog to find a book about ferns. Call number is _____

For questions 12 - 18 use the picture below. (Objectives 2, 5, and 6)



SCRY 42

J507.2 Webster, David, 1930-
W Science projects with eggs / by David Webster ; illustrated by Rod Slater. New York : F. Watts, 1976.
61 p. : illus. 4.90

Activities to aid in understanding the structure and uses of chicken eggs.

bfc 4-6

1.Eggs- 2.Eggs-Experiments

F77

12. The call number of the book shown is

    _____.

13. The title of the book shown is

    _____.

14. The author of the book shown is

    _____.

15. What does the letter "J" in the call number mean? _____

_____

16. What does the letter "W" in the call number mean? _____

_____

17. Why do we need call numbers?

_____

_____

18. If this card had the word "REFERENCE" above the call number, what would that mean?

_____

_____

You will need to use the card catalog and the shelves for question number 19. (Objective 7)

19. Use the card catalog to find a book titled Card Games.

a) Write the call number of the book here _____.

b) Write the title of the book here _____.

c) Write the author of the book here _____.

d) Write the shelf number where you found the book here _____.

PLEASE GO TO PAGE 59.

20. Tell how the card catalog can help you in the future. (Objective 8)

_____

_____

_____

_____

Now go to page 60 and check your answers. Put a star by each correct answer.

POSTEVALUATION ANSWERS

1. What is a card catalog? A card catalog is a list of books a library has on the shelves. It is a catalog of books, just like a store toy catalog is a catalog of toys the store has.

2. Give one reason why a card catalog is useful?

   a. A card catalog helps you find books on the shelf.
   b. A card catalog helps you find books on a topic.
   c. A card catalog can help you find other books written by an author.

3. Paper Airplane Crafts — Title
4. Jack Stevenson — Author
5. Dolphins — Subject
6. Kinds of trees in the U.S. — Subject
7. How Windmills Work — Title
8. June Behren — Author

9. Book by Dan Zadra: call number is J 796.323 Z.
10. Book named Be a Frog, a Bird, or a Tree: call number is J 613.7 C
11. Book about ferns: Any ONE of the following call numbers is correct.
    J 586 J
    J 587 K
    J 588 S
12. The call number of the book shown is J 507.2 W.

13. The title of the book is: Science Projects With Eggs.

14. The author of the book is : David Webster.

15. What does the letter "J" in the call number mean?

    The letter "J" means "juvenile" or the children's section.

16. What does the letter "W" in the call number mean?

    The letter "W" stands for the first letter of the author's last name. For this card it is "W" for "Webster."

17. Why do we need call numbers?

    We use call numbers to help us find a book on the shelf.

18. If this card had the word "REFERENCE" above the call number, what would that mean?

    The word "REFERENCE" on a catalog card means the book will be found in the "reference" section of the library.

19. Use the card catalog to find a book titled Card Games.

    a) Write the call number here J 795.4 B
    b) Write the title here Card Games
    c) Write the author here John Belton
    d) Write the shelf number here 31

20. Tell how knowing how to use the card catalog will help you in the future.

    Knowing how to use the card catalog can help when you need to do a report for school. The card catalog can help when you want to find books on something you want to learn more about. If you have a favorite author, the card catalog can help you find other books written by the same author.

You are now finished with this study book. Please return all supplies to the librarian. The study book is yours to keep. You have worked hard and are now ready to discover the many different books the library has.